

**MINUTES OF A REGULAR MEETING  
OF THE AIRPORT COMMISSION**

**1. CALL TO ORDER**

The Torrance Airport Commission convened in a regular session on Thursday, September 14, 2006 at 7:00 p.m. in the West Annex meeting room at Torrance City Hall.

**2. ROLL CALL**

Present: Commissioners Dingman, Gates, Ouwerkerk, Pyles, and Chairperson Tymczyszyn.

Absent: Commissioners Donnellan and Haddon.

Also Present: Facility Operations Manager Megerdichian and Airport Business Manager Zucker.

**MOTION:** Commissioner Pyles moved to grant excused absences to Commissioners Donnellan and Haddon for the September 14, 2006 Airport Commission meeting. Commissioner Ouwerkerk seconded the motion; a voice vote reflected unanimous approval.

**3. FLAG SALUTE**

Commissioner Pyles led the Pledge of Allegiance.

**4. AFFIDAVIT OF AGENDA POSTING**

**MOTION:** Commissioner Dingman, seconded by Commissioner Ouwerkerk, moved to accept and file the report of the City Clerk on the posting of the agenda for this meeting; a voice vote reflected unanimous approval (absent Commissioners Donnellan and Haddon).

**5. APPROVAL OF MINUTES OF AUGUST 10, 2006**

Chairperson Tymczyszyn received clarification from staff that City Council approved the additional funding for the Airport Security Project with the caveat for bid options as recommended by the Commission.

**MOTION:** Commissioner Ouwerkerk moved for the approval of the August 10, 2006 Airport Commission meeting minutes as submitted. Commissioner Gates seconded the motion; a voice vote reflected unanimous approval (absent Commissioners Donnellan and Haddon, abstention by Chairperson Tymczyszyn).

**6. ACTION ITEMS**

## **6A. IMPLEMENTATION OF WORK PLAN**

Facility Operations Manager Megerdichian presented recommendations for the implementation of the Airport Commission Work Plan for five responsibility areas included in the material of record. He noted that Commissioner Donnellan requested that the item be deferred until the October Commission meeting when there is a full Commission. He asked that the Commission decide whether to defer the item or to consider the proposed implementation measures at this meeting.

Commissioner Gates stated that he would be absent from the October Commission meeting, and pointed out that there may never be a full Commission. Following a brief discussion, it was decided to consider approval of the recommended implementation plan but to defer the formation of subcommittees until the October meeting.

Facility Operations Manager Megerdichian advised that City Council approved the Commission Work Plan on July 25, 2006. He explained that a subcommittee may have no more than three members, meets separately from regularly scheduled Commission meetings and reports periodically to the Commission. He discussed the five responsibility areas in the Work Plan and the suggested implementation measure for each.

At 7:22 p.m., Chairperson Tymczyszyn welcomed public input.

Frank Rizzardi, Carlow Road, representing Southwood Riviera Homeowners Association, expressed support for the recommended implementation measures and noted that in the past community members have served on subcommittees.

Ed Pierce, Rolling Hills Estates, referring to responsibility area 4, Evaluate State and Federal Funding, stated that he was under the impression that the City did not want to accept any Federal funding for the Airport.

Chairperson Tymczyszyn noted that City Council approved the Work Plan and that it was the Commission's responsibility to do the groundwork and make recommendations.

A brief discussion centered on the implementation method for responsibility area 5, Recommend Policy Changes to Capitalize on General Aviation's Growth.

**MOTION:** Commissioner Ouwerkerk moved to accept implementation methods as recommended by staff with the exception of responsibility area 5, Recommend Policy Changes to Capitalize on General Aviation's growth, to be changed to subcommittee appointment to be considered at a later date. Commissioner Gates seconded the motion; a roll call vote reflected unanimous approval (absent Commissioners Donnellan and Haddon).

Due to his absence from next month's meeting, Commissioner Gates stated in order of priority which subcommittees he was interested in serving on, adding that he was willing to serve on more than one subcommittee.

## **7. INFORMATION ITEMS**

**7A. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE GENERAL SERVICES DEPARTMENT**

Chairperson Tymczyszyn noted that the following reports for August 2006 were included in the agenda material: Hangar and Tiedown Rental Status, Ongoing Projects, September Meeting Room Schedule, and Hangar Waiting List.

Facility Operations Manager Megerdichian reported that construction of the majority of the executive hangars would be completed offsite and that Hangar Electrical Upgrade Phase II would be completed after the hangars are built.

**7B. AERONAUTICAL OPERATIONAL INFORMATION UNDER THE PURVIEW OF THE PUBLIC WORKS DEPARTMENT**

Chairperson Tymczyszyn noted that the following reports were included in the agenda material for August 2006: Events Requiring Emergency Response and Airfield Operations Status.

When Commissioner Gates suggested the possibility of advertising a large item removal once a month, Facility Operations Manager Megerdichian advised him to call Deputy Public Works Director van der Linden to find out if it is possible.

**7C. LAND MANAGEMENT REPORT – AERONAUTICAL**

No report.

**8. ORAL COMMUNICATIONS**

**8A.** Commissioner Gates questioned why hangar rental tenants were being charged in dollars and cents.

Facility Operations Manager Megerdichian stated that the Finance Department decided to charge tenants in dollars and cents for fairness reasons even though the rental agreement says whole dollar amounts.

**8B.** Commissioner Gates stated that he received a letter from the Experimental Aircraft Association Chapter questioning why they were charged for a cushion repair.

Facility Operations Manager Megerdichian advised that damage to a cushion occurred when the Chapter rented the room in April 2006.

Commissioner Gates noted that the Chapter also operates at Compton and Hawthorne Airports free of charge and that they are charged at Torrance Airport.

**8C.** Commissioner Gates stated that he has received a number of complaints about the condition of the south runway and apron.

Facility Operations Manager Megerdichian offered to ask the Public Works Department to provide a status report on its Pavement Management Study.

**8D.** Commissioner Gates initiated a discussion regarding the hangar waiting list policy.

Facility Operations Manager Megerdichian provided clarification that applicants need to reply within 72 hours, that an aircraft is required to be in the hangar within 60 days, and that the aircraft needs to be airworthy within two years. When it was noted that information on the website was incorrect, he stated that it would be corrected.

Commissioner Ouwerkerk inquired if the hangar rental policies and procedures were being implemented as written.

Facility Operations Manager Megerdichian responded that his office tries to be as consistent and fair as possible to everyone on the airfield. He offered to put the item on the agenda for next month's meeting with the consent of the Commission and suggested that the public heard on the subject.

Commissioner Pyles recommended that an information item on the hangar waiting list policy be put on the agenda for next month's meeting.

Ed Pierce, Rolling Hill Estates, read sections from his current hangar lease agreement signed on February 1, 2003, noting that the terms and conditions were very specific. He questioned why there was so much deviation and inconsistent knowledge among staff members in the office, stressed the importance of adhering to the protocol, and suggested that classes be held to educate staff on what the lease agreement states.

In response to Commissioner Pyles' inquiry, Mr. Pierce stated that he has been on the hangar waiting list for a long time for a larger hangar than he currently has.

Responding to Chairperson Tymczyszyn's inquiry, Mr. Pierce stated that he knows that subletting of hangars is going on at the Airport.

Mr. Pierce also noted a misunderstanding with staff regarding successors and inheritance on page 5 of the rental lease agreement.

Commissioner Ouwerkerk noted that there were two issues presented, the hangar waiting list policy and the hangar lease agreement, and recommended that they be considered separately. He suggested that enforcement policies and procedures of Airport administration may have some flexibilities.

Chairperson Tymczyszyn received clarification from Mr. Pierce that his concerns were implementation and execution of the lease agreement and not the agreement itself.

Facility Operations Manager Megerdichian stated that implementation and execution of the lease agreement is an operational issue. He stated that his office does its best to maintain the lease as written and that they do not deviate from the lease if they know about a problem. He discussed procedures in place to inspect hangars, to follow up with written protocol to tenants, and to implement legal action. He offered to sit down with Mr. Pierce and explain procedures that are used to mitigate problems.

He stated that he did not believe it was pertinent at this point to review the hangar rental lease agreement as the Commission reviewed it in June 2005. He expressed willingness to discuss the hangar waiting list policy or any inconsistencies with the hangar waiting list policy in regards to the hangar rental lease agreement. He

stated that he was unwilling to discuss the operations of his office and how it mitigates each and every tenant dispute.

Mr. Pierce questioned the use of driver's license numbers for identification purposes on the hangar waiting list.

In response to Commissioner Ouwerkerk's recommendation, Facility Operations Manager Megerdichian offered to provide an informational item on the history of the hangar waiting list policies and procedures for the next Commission meeting.

It was determined that there were no Commissioners on the hangar waiting list and that there would not be a conflict of interest.

Chairperson Tymczyszyn stated that he has personal knowledge of violations at the Airport but does not want to be a "policeman." He suggested that perhaps there should be more executive-style management, not just legislative.

Frank Rizzardi, Carlow Road, recommended operating the Airport like a business, with the possibility of instituting an audit program.

Facility Operations Manager Megerdichian explained the enforcement policy for West End hangars to Commissioner Dingman and the pass over policy to Chairperson Tymczyszyn.

**8E.** Facility Operations Manager Megerdichian informed the Commission of the new rules of order for oral communications. Following a brief discussion, it was decided that the Commission would continue with its current structure of one Orals period at the end of the meeting.

**8F.** Responding to Commissioner Dingman's inquiry regarding the noise abatement system, Facility Operations Manager Megerdichian stated that six of the seven monitors were up and running. He stated that a written status report would be provided at the next Commission meeting.

**8G.** Facility Operations Manager Megerdichian provided an update on the Airport Layout Plan and offered to provide a timeline at the next Commission meeting.

## **9. ADJOURNMENT**

**MOTION:** At 8:44 p.m., Commissioner Ouwerkerk, seconded by Commissioner Gates, moved to adjourn the meeting to Thursday, October 12, 2006 at 7:00 p.m., at the West Annex meeting room.

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| Approved as Submitted<br>October 12, 2006<br>s/ Sue Herbers, City Clerk |
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